

## WATER/WASTEWATER UTILITY SYSTEM CREW LEADER

### JOB DESCRIPTION

**Classification Responsibilities:** A Water/Wastewater Utility System Crew Leader will be assigned to either the Water Distribution or Wastewater Collection System section. Water/Wastewater Utility System Crew Leaders direct a work crew responsible for the operation, maintenance, and repair of the City's water and wastewater utility systems, and related structures. Incumbents are expected to exercise considerable initiative and independent judgment to ensure the safety of the crew and the general public, as well as the effective and efficient utilization of all equipment, materials, supplies, and personnel assigned for each work project. The Water/Wastewater Utility System Crew Leader performs the same physical duties as defined in the job description for Field Worker I and Field Worker II. This class performs related duties as required.

**Distinguishing Features:** This class is distinguished from other crew members by having lead responsibilities, including providing crew member performance information to the Water/Wastewater Field Supervisor. This class is distinguished from the Water/Wastewater Field Supervisor by the latter's responsibility for full supervision of several crews, and the planning and coordination of multiple projects. Employees in this class enforce the proper use of all appropriate safety equipment and procedures at the job site. These assignments involve public contact, working near automobile traffic and underground utility lines, exposure to hazardous chemicals, confined space entry, and heavy physical exertion under all weather conditions. This class is subject to frequent emergency call-out and must be available to work scheduled stand-by and overtime on nights, weekends, and holidays as required. Incumbents in the Water/Wastewater Utility System Crew Leader class are supervised by a Water/Wastewater Field Supervisor through observation of work in progress, evaluation of results achieved, conferences, and reports regarding problems encountered. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) full-time work experience in the construction, maintenance, and/or repair of underground utility systems, to include two years of experience as a heavy equipment operator **OR** two years' full-time work experience as an Equipment Operator II in Water or Wastewater with the City of Mesa.

### Special Requirements.

**Wastewater Collection System Assignment:** Must possess a Grade II (or higher) Wastewater Collection System Operator certification from the Arizona Department of Environmental Quality (ADEQ) or equivalent certification from another state through reciprocity with Arizona by application date. Certification through reciprocity must be obtained within 3 months of hire or promotion. Must possess a valid Arizona Class A Commercial Driver's License (CDL) with Tanker endorsement and no Air Brake Restrictions by hire or promotion date. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification.

**Water Distribution Assignment:** Must possess a Grade II (or higher) Water Distribution Operator certification from the ADEQ or equivalent certification from another state through reciprocity with Arizona by application date. Certification through reciprocity must be obtained within 3 months of hire or promotion. Must possess a valid Arizona Class A CDL with Tanker endorsement and no Air Brake Restrictions by hire or promotion date. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug, and/or controlled substance testing as outlined in City policy and procedures. This class is subject to Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 CFR Part 382.

**Preferred/Desirable Qualification.** Experience performing mechanical maintenance on pumps or related equipment is highly desirable.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Prepares clear, concise written reports (example: crew time sheets, vehicle mileage and usage reports, and other reports documenting work-related matters). Uses a laptop computer to complete assigned work and updates reports using a computer-based maintenance management system. Communicates orally with customers to notify them of nature, duration, and cause of water or sewer service interruptions. Answers questions and resolves customer complaints. Reports equipment problems to Fleet support for service, repair, or replacement.

**Manual/Physical:** Operates motor vehicles requiring a valid Arizona Class A CDL, such as a crew truck (with trailer carrying heavy equipment), dump truck, television van, combination high-velocity jet truck, dump truck, and backhoe. Uses specialized personal protective equipment to perform work on the water distribution or wastewater collection system. Works in confined spaces, at depths of ten feet or more, and around potentially hazardous materials requiring the use of specialized equipment. Lifts and carries heavy (50-70 pounds or more) equipment and materials needed to carryout assignments using assistive devices (cart, power winches, rigging equipment, etc.). Measures distance using a tape measure to determine pipe and manhole sizes and locations of sewer taps and blockages. Operates power equipment such as: generators, air compressors, pneumatic and hydraulic power saws and cutters, and paint sprayers. Uses common hand tools such as hammers, screwdrivers, wrenches, grinders, grease guns, and welders. Digs up ground using a backhoe, shovel, air spade, jackhammer, sharp shooter, air tools, or other tools. Cleans equipment such as hand tools and trucks using water, soap, and other appropriate cleaners. Backfills and compacts holes and trenches. Enters sewer and water meter vaults as necessary. Inspects crew trucks on a daily basis to ensure that all equipment is in safe operating condition. Determines appropriate placement of barricades and traffic cones in order to safely reroute traffic away from the work area using traffic safety control procedures and practices. Works with pesticides, spray marking paints, and cleaning solutions and agents using normal or specialized protective equipment in order to accomplish assigned tasks. Detects natural gas, toxic gases,

smoke, or other hazardous materials while inspecting and maintaining the wastewater collection system (*by assignment*). Inspects and monitors work-related conditions to determine compliance with prescribed operating and safety procedures in order to protect public and worker safety. Operates specialized valve turning equipment (*Valve Maintenance Assignment*). Distinguishes the full-range of the color spectrum in order to detect dyes in sewer lines, interpret Blue Stake markings, and operate equipment. Meets scheduling and attendance requirements.

**Mental:** Outlines, prioritizes, and assigns tasks to crew members in a way that ensures efficient and effective utilization of manpower and equipment on-site. Facilitates timely completion of assignments. Ensures that an adequate inventory of materials and supplies are available to complete daily assignments. Monitors activities of individual crew members to ensure work is completed properly and conforms to established safety practices. Assesses individual crew member's work performance to conduct fair, equitable, and job-related performance evaluations as required. Understands and interprets layouts of water and wastewater system quarter section maps, in order to resolve operational problems. Interprets project plans and diagrams detailing type and scope of work to be done to determine equipment, materials, and supplies needed to complete projects. Comprehends and makes inferences from written material.

**Knowledge/Skills/Abilities:**

Knowledge of:

the methods, equipment, and materials used in water and wastewater system operation and maintenance; the safety hazards, procedures, and equipment used when working on or near underground utility lines; considerable experience operating backhoe and related excavation equipment operation; traffic control procedures and practices utilizing barricades and traffic cones; and basic principles and practices of employee supervision and training.

Skills in:

the care and operation of equipment used for the installation, maintenance, and repair of water and wastewater lines (example: backhoe, front-end loader, etc.); the care and use of a variety of tools used to install, maintain, and repair water and wastewater lines; and communicating and interacting with members of the general public.

Ability to:

determine and control emergency maintenance situations; supervise and coordinate the work of subordinates and instruct them in proper work methods and procedures; read and interpret diagrams, quarter section maps, and blueprints; prepare various written operating reports; use laptop or desktop computers and understand computer-based maintenance management systems; and establish and maintain effective working relationships with coworkers, supervisor, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-TEC

INCREMENTS 53-200

PAY GRADE: 48

IND-7520

SWORN-No